



**Minutes of the meeting of the Internal Complaint Committee**

**Dated** :15/09/2023

**Mode:** Offline

**Venue:** Board Room, St Edmund's College

**Time:** 11:00 AM

Members Present:

1. Ms. Sarmistha Deb( Convener)
2. Mr. Bobby Basan(member)
3. Ms.. Shekinah Challam(member)
4. Dr. Anika M. W. Kshiar Shadap


Members Absent:

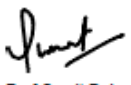
The committee noted that no complaint of sexual harassment against any staff/student has been received till date.

With reference to the letter (Letter no. DHTE /ESTT/MISC/42/2019/99) Dated Shillong, the 11<sup>th</sup> September, 2023, the member of the Internal Complaints Committee feels that

1. It is necessary to upload the following documents on the college website.
  - SHOW –ACT
  - Procedure to file the complaint (Chapter 4 of the SHOWW –ACT)
  - Email address of the Internal Complaints Committee to send the complaint online.  
**Email Id:** [icc.st.edmunds@gmail.com](mailto:icc.st.edmunds@gmail.com)
2. There is a need to display of the existence of the ICC in the college.
3. Names and Phone numbers of the Committee members should be displayed on the college notice board.
4. As per the SHOWW –ACT such a committee should have an External Member who is an expert in the field.
5. There is a need for an office for ICC in the college.
6. The current ICC committee tenure has been long overdue. (2019-Till Date) whereas the tenure prescribed is for 3 years only.

The convener expressed her thanks to the members for attending the meeting.

  
(Signature of the Convener)

  
Prof Sumit Deb  
IQAC COORDINATOR  
St. Edmund's College  
Shillong - Meghalaya